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Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 40-1

11 April 1952

SUBJECT: ESTABLISHMENT OF POLICY, RESPONSIBILITIES, AND PROCEDURES FOR  
SUPPLY AND SERVICES SECTION, SUPPORT STAFF

1. The requisitioning or coordination of requisitioning, for the Office of Training of all equipment, services, supplies procured through CIA facilities, other Government sources, or non-Government sources, except as otherwise specified, will be performed by the Services and Supply Section, Support Staff, OTR.

## 2. RESPONSIBILITIES

The Chief, Supply and Services Section, will be responsible for:

- a. The formulation of procedures and the execution of policies established for the Supply and Services Section.
- b. The compilation of estimated tables of equipment and supplies for units and projects of OTR.
- c. The ascertaining of space requirements and the coordination of requests for assignment and equipping of space.
- d. The provision and coordination of transportation and travel services for the Office of Training.
- e. The development and use of a suspense system to assure timely follow-up actions on pending requests.

## 3. PROCEDURES

a. Requests for services and supplies may be made directly to the Supply and Services Section either orally or by memorandum. Depending upon the nature and scope of the request, the Chief, Supply and Services Section, is authorized to require whatever official approval is necessary.

b. Procedures concerning specific supply and services items will be covered by separate OTR Regulations.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

MATTHEW BAIRD  
Director of Training

Distribution: ALL OTR PERSONNEL

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